

Mile High Area Service Committee
February 6, 2005
1212 Mariposa, 2:00 pm

1. Opening Prayer/Reading of 8th Concept of Service/Selection from MHASC Guidelines.
2. Roll call 21 Groups present.
3. Welcome new GRS's & GSRA's and Visitors. Anniversaries since last Area Meeting.
4. Approval of last months minutes.
5. Treasurers Opening Report \$756.79 with Prudent Reserve of \$1100.00 total \$1856.79
6. Administrative Officers Reports

Chair

Mile High Area of Narcotics Anonymous Chair Report February 6, 2005

Last month] attended our Website Subcommittee meeting. It was a productive meeting and I would like to thank everyone who took the time to attend this meeting. Other~ this last month has been very busy for me personally and I have nothing else to report.

Our next meeting will be March 6, 2005 at 2:00pm at 1212 Mariposa

In Loving Service,
Joann D. MHASC
Chair

vice Chair

MHASC Vice Chair Report February 6, 2005

I did attend the Service Committee meeting on January 9 at 6750 Carr St. I worked with the H&I and Web Site Subcommittees. I am happy to report that Krys has been diligently working to improve the website and has many great ideas for further improvement. I also commend the H&I Subcommittee for their hard work and organization. I attended the PI Meeting on January 10. Their continued efforts to carry the message to the addict who still suffers is impressive. If there are Subcommittees who would like my assistance or input, feel free to let me know, as that is my duty as Vice Chair.

I have been working on the Training Guidelines. I am submitting a separate report from the Guidelines Ad-Hoc Subcommittee to address these issues.

Thank you for letting me be of service.

Dan A

#Secretary
February 6, 2005 Report
of the Secretary

I want to thank everyone for being here today. I know with the super bowl it's a hard choice, but recovery does come first. If you could have your reports into me by Feb. 12th I will try and get them out early again as this is a short month.

Well only 4 more meeting left in my term. It's been a learning experience and a humbling one.

Once again if you did not get your copy of the minutes in email or snail mail, I have a few extra copies with me. DO let me know so I can correct the problem and get them to you. I ALSO REMIND YOU THAT YOU CAN GET A COPY OF THE CURRENT MINUTES AS WELL AS MINUTES FOR THE PAST YEAR ON OUR WEB SITE. WWW.NACOLORADO.ORG CLICK ON TRUSTED SERVANTS AND THEN ON MINUTES.

Once again I urge everyone to leave our egos at the door and remember that we are here to help the still suffering addict.

May you find peace in recovery?

Larry
Secretary

RCM 1&2 Brad and Jason:

Highlights from my notes.

They met Jan. 9th. Rocky Mountain Forum With service work shops.

Their web site is www.rmfm.org it includes servants writing articles.

Meeting will be held in castle rock on feb 19th and 26th.

Gave some figures on CRCNA

Covered Boulder meeting at Centennial Peaks,

Gave some figures to show that donations to Region are down over the past several years.

Joanne pointed out that Steve K. will be at next area meeting to explain prudent reserve that region uses.

Next month PI chair is open. RCM asked us and GSR's what support do you want from region?

"Sec. Note" If I get a report I will forward it to you.

7. Sub-Committee Reports

Activities—Ellis

There were fewer than expected and hoped for in attendance. Those in attendance came to a conclusion about the additional attractions & funds needed for the Valentine's Day Dance: That has been finalized & the proposal is ready for area. We have decided to change the day of our meeting and located to the last Sunday of every month @ IHOP @ 53rd & Wadsworth. Still @ 5:30. The facility manager welcomes our attendance as Business that time of night is really slow. They have a walled off section that has been closed Sunday evenings. They are allowing us to use this section.

I'm sad to announce that this will be my last event as Chair. I will be stepping down officially after the Valentines dance. Thank you all, for the privilege of allowing me to serve.

Ellis S.

CRNCA Liaison –Vacant—No report

H & I

Capital Heights Presbyterian church at 11th and Fillmore has agreed to allow us to do our traditions study there. It will be on Wednesdays at 7 PM starting on February 16th and running 13 weeks. A rental application for the church has been completed. Thus, we are requesting a check from Area in the amount of \$85.00. That's \$20.00 for a key deposit (refundable) and \$5.00 for each of the 13 weeks. We will collect a 7th Tradition and give that money back to the MHASC. Krys has offered to be Secretary and Chairperson for the meeting.

Allen F. and other subcommittee members are prepared to conduct an H & I orientation/skit an hour prior to the start of the Valentines Dance next Friday, Feb 11th. Our subcommittee has serious concerns that this Valentines dance is going to be poorly attended because the word has not gotten out (no flyers, no announcement on web-site). Thus, our subcommittee is in favor of postponing the H & me training. Final decision will be made at the Area meeting on Sunday Feb 6th.

There are four (4) home groups participating in "Adopt a Meeting" thus far.

They are:

Surrender to Win - Salvation Army

Ray of Light - Denver Health

Clean and Serene - Federal Corrections Institution

Uptown Steppers - Dept of Corrections Woman's Prison

Congratulations to you all!

We are in the planning process of starting a new H & I meeting at Jefferson Hills Youth Corrections in Lakewood, hopefully for both the boys and girls populations. Two representatives from Jefferson Hills will be attending our subcommittee meeting next week to finalize plans. We will probably commit to twice a month for starters. Volunteers are needed in order to support this

expansion successfully.

Ed Azar
(home) 303-791-5036
(cell) 303-349-0318
email: azar@att.net

Literature—Tom—No report

Outreach—Teresa Have Report

All is good our 4 people subcommittee could always use more support.
Met with Web Servant—we need to update our web page—including more references to
NA Literature—Getting fewer letters last month & half. Received 5 sent out 8.
Nothing on the “Meeting On Wheels” or “Adopt a Group” this month.
Ron T.
Outreach Chair.

Phone line—Jeff

MILE HIGH AREA SUB-COMMITTEE REPORT

DATE: 2 /06/05

SUBCOMMITTEE: Phone line

CHAIR: JEFF L. E-MAIL: MAINTELITE @ MSN.COM

VICE CHAIR: OPEN

**MEETING LOCATION AND TIME: 6750 CARR ST. 2ND SUNDAY OF
EACH MONTH AT 5:30 PM**

REPORT: We last met on Sunday January 9, 2005 for our monthly meeting we discussed ways to get more people trained for phone line service and determined that the best and easiest way is to have a training every other month at / during our committee meeting with the first being this month, February 13 2005 starting at 5:00 pm 6750 Carr St., if GSR’S could please announce this it would be greatly appreciated. We are still in need of a vice chair for our committee so if this could be announced at meetings it’s is as always very much appreciated. My

apologies for missing last month had I'd been here I would have told you all about receiving a call from a fairly new area in California that contacted myself to inquire how we run our phone line and she also requested any written guidelines etc. that would be helpful, I e-mailed her our sub committee guidelines and our training manual, other wise all seems to be going well we have 3 shifts available for any new volunteers. It was asked of me at the last area meeting I attended about adding the information about time and location of area meeting to our 832- drug line this has been done. It has also been discussed or mentioned the posting of information for up coming events, we determined that the best way to handle this information getting on the web and phone line is to create a form, I did discuss this with the web chair at the last committee meeting but failed to determine who would create the form, I am open to suggestions, other wise all seems to be going well.

Thank you for your support, Jeff L. Phone Line Chair

Public Information Not Available

Training—N/A

Website

Mile High Area Web Committee Report February 6 2005

I have provided the 800 area and 200 regional meeting lists. Please take only what you think you will need. I have also provided

The annual web inventory meeting was held. I am grateful for the response. Issues that were discussed and action is planned are.

- Adding contacts for executive and sub committee chairpersons. These would be email addresses with the nacolorado, nadenver, or milehigharea domains.
- Obtain the domains that would identify the metro area more effectively.
- Update the area web sites meta tags to improve the search ability of our site. Currently the search only finds the regional site.
- The H&I Committee is drafting descriptive content for the H&I page. This will Provide the public with a accurate description of the functions of H&I and how to contact us. Additionally it will have content designed for the NA member that is interested in being of service The current H&I meeting list will be modified to

- remove the names of members and outside enterprises. This is to keep the site more in line with the 12 Traditions.
- Out Reach Has provided a draft for there content and this should continue in the near future.
 - Literature committee page will need to be updated to reflect the changes for that committee in the next month

In Loving Service
Krys G

8. Old Business

Guideline Ad-Hoc

Guidelines Ad-Hoc Subcommittee Report January 2, 2005

The Guidelines Ad-Hoc Subcommittee met on Saturday, January 15, 12:00 Noon at the Dennys at Santa Fe and Alameda to start work on the Training Subcommittee Guidelines. I was the only person who attended the meeting. We have a started a rough draft of the Training Guidelines that we need to complete. Any input from this body is appreciated.

The next Guidelines Ad-Hoc Subcommittee meeting will be held sometime in February that, hopefully, more can attend..

Thank you for letting me be of service.

Dan A

Area Inventory –Jason

Mile High Area OF Narcotics Anonymous Area Inventory

All Groups,GSR's and any addicts who are interested, curious or has an opinion on what your area is doing. How your area can better serve you and want their voice to be heard.

SHOW UP AND BE APART OF!!!

DATE: FEBRUARY 20TH, 2005

TIME: 12:30 PM

LOCATION: LAKEWOOD LIBRARY @ 10200 W. 20TH AVE, LAKEWOOD, CO

Motions

Voted to approve Literature Guidelines

Mile High Area Service Committee Literature (MHASC) Subcommittee Guidelines

I. Definition and Purpose of the Subcommittee:

The Mile High Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the MHASC business meeting. The Subcommittee facilitates the evaluation process for any NA literature from the fellowship. In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local Services and the Handbook for NA Literature Committee.

II. Functions of the Subcommittee:

- A) Maintains an adequate supply of NA literature to meet the needs of the MHASC.
- B) Stocks and makes available review and approval-form literature.
- C) Serves as a communication link in all matters of literature between the groups, MHASC, Colorado Region, and the World Service Committee.
- D) Provides the forum and atmosphere where members may contribute to the development and creation of NA literature.
- E) Holds scheduled Subcommittee meetings
- F) Communicates and disburses all information to and from volunteers.
- G) Distributes Literature to all groups via MHASC meetings.
- H) Provides representation and participation in the MHASC.
- I) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- J) Maintains an archive of all Subcommittee minutes.

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, and Secretary/Treasurer. All positions, with the exception of the Chairperson, who is elected by the MHASC, are elected by the Subcommittee.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected or appointed.

V. Qualifications and Duties of Elected Committee Members:

- A. *Chairperson:* Elected by the MHASC and shall fulfill the MHASC requirements of a Subcommittee Chairperson. These responsibilities include:
 - 1. Attends and provides written reports of all monthly activities and inventories at each MHASC meeting.
 - 2. Announces and holds scheduled Subcommittee meetings.
 - 3. Prepares an agenda for and maintains order at each meeting.

4. Submits quarterly budgets for approval to the MHASC, one quarter in advance.
5. Elects or appoints other committee members as necessary.
6. Channels all funds to the Treasurer of the MHASC.

B. *Vice-Chairperson*: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the MHASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.

C. *Secretary/Treasurer*: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Attends all MHASC Meetings and assists the Chairperson with the money handling duties.

VI. Procedure for Inventory Management

- The Subcommittee shall maintain a literature inventory of no less than \$5000.00 and no more than \$7000.00.
- The total of funds and inventory shall not exceed \$7000.00. When the value of the inventory and funds exceeds this amount, the excess funds will be available MHASC for general expenses.
- An accurate continuous inventory shall be kept at all times.
- Physical inventory shall be taken every June or upon the election of the new Subcommittee Chairperson and reported to the MHASC.
- An interim sample physical inventory of 10% of the fastest moving items shall be quarterly to check the accuracy of the continuous inventory.

VII. Procedures for Accepting and Filling Orders

A) An order is placed by:

- Website/email
 - The website location of the order form is:
<http://www.nacolorado.org/denver/literature.html>
 - The email address for sending the order form is listed at the above website.

- Orders for website and email are taken until 12:00 Noon on the Saturday prior to the MHASC Meeting.
- Phone call to Subcommittee Chairperson.
 - Phone orders are taken until 12:00 Noon on the Saturday prior to the MHASC Meeting.
- **IF** all else fails @ the MHASC business meeting.
 - Orders that are placed at the area are taken until the business meeting break at the area meeting. All information on the order form must be complete to process the order.

B) Literature will add 10% to all orders. 6% goes to shipping, 4% goes to generate funds for the MHASC. Subcommittees are excluded.

C) Payment for literature is due upon receipt by check or money order.

D) Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the MHASC meeting.

E) Special orders placed to the WSO will be placed by the 15th of the month and requires a prepayment.

VIII. Procedures for Review of NA Literature

A.) The Subcommittee facilitates the evaluation process for any NA literature from the WSO. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.

B.) The literature committee also evaluates any local fellowship NA literature such as newsletters and/or writings that wished to be put into future NA literature. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.

Motion By Mark M. of SNL Seconded by Deb K. of Wake Up Call
To amend the MHASC Guidelines (Page \$ Treasurers duties, Item 9 to read shall maintain a prudent reserve of \$600.00.

Intent:

To eliminate the ambiguity of the current guidelines which read “a prudent reserve equal to the amount budgeted for the next 30 days..

1. Budgets vary from quarter to quarter; the set amount will be a constant as opposed to a moving target.

2. Any ending balance in excess of the \$600.00 will be forwarded to either Region or to world or a portion to each as the MHASC deems fit.

Motion passed.

MOTION BY JASON H. SECONDED BY ROARKE P. GOLDEN GROUP.

TO: To eliminate the prudent reserve.

Intent to be able to have the option to send funds through the NA service structure.

Motion Failed.

MOTION BY ROARKE P. SECOND. ERIN HUMBLE LIGHTS

TO: Change the guidelines so that MHASC send money in excess of expenses to the Colorado Region.---In other words, put in the guidelines that the MHASC will send all money in excess of monthly expenses to the Colorado region.

INTENT: TO FURTHER CARRY THE MESSAGE.

Motion Failed.

9. Sharing Session-- None

10. Distribution of funds; also see treasurers report

1. Jason \$10 for Location ad-hoc passed
2. Jason \$29.01 supplies passed
3. H&I \$85 for Tradition study
4. Ellis \$165 for Dance passed

Mile High Area Service Committee Valentine's Day Dance

Date and Time-- Friday February 11, 2005, beginning @ 7:30pm. End time: 11:30. Place 6644 Wadsworth, Arvada @ "Small Gatherings."

Recovery-- Speaker Meeting (Topic H&I)

Entertainment-- DJ Dance

- The subcommittee has decided that since the DJ. won't take money, we will Contribute \$75 towards the purchase of lights for him. It has been discussed with the D.I and he has decided to accept the money "this time."
- We are looking into finding a photographer to take pictures of all of the lovely people.
- We would like to sell Flowers, Chocolates and Martinelli's Sparkling Cider.
- We will submit this portion of the budget at the next Area meeting.

Food and Beverages-- There is an abundance of water and pop left over from the last event that will be offered for sale. A2) See amendments

Facility-- The facility will cost \$250

At this time we need only the monies to secure the facility.

Amendments-- (2-5-05) These amendments are in addition to the monies requested in

January, and stated would be added at the February Area meeting.

AI) Photos- There is a member of the fellowship who is willing to take digital Pictures for this gala. The only costs to consider are the costs for an ink cartridge (\$50) and the photo paper (\$25). Total \$75

A2) Candy and Flowers-Another member of the fellowship is going to donate 25 long-stem roses for sale @ \$3 each. We feel it necessary to purchase another 10 @ cost for \$2 each, totaling \$20. Chocolates will cost approximately \$35 @ \$4 per box of 12 and will be sold individually in gold wrappers for fifty cents each. Sparkling Cider and Grape juice will cost \$2.79 a bottle, totaling approximately \$35. Total \$90

This completes all costs planned for this event, and total \$165.

5. Tom C. \$69 for rent, passed

6. Tom C. \$13.10 Literature Express mail passed.

11. New Business

Motion by Mark of SNL and Seconded by Earl of Nat. High.

To: Amend the MHASC guidelines to state page 4, item 10 under treasurers duties. Any amounts after each MHASC in excess of the required prudent reserve shall be forwarded down the service structure in the following fashion

1. 50% to region

2. 50% to world

INTENT: To further carry the message.

Motion Tabled.

CNCRA Liaison Nominations

Bea M. was nominated and stated her qualifications.

Bea was elected our new CRCNA Liaison person.

Literature Chair Nominations---- None

12. Group Reports:

PEACE OUT WEST.- all is good—need support.

CLEAN & SERENE—The Friday night Speaker meeting is having couples in recovery speak during the month of February.

KEEP IT SIMPLE—We could use more attendance, men and women with time.

UP TOWN STEPPERS—Group is going strong had many birthdays in Jan. lots of attendance. Donation of \$34.00. We are co-hosting Valentine's Day Dance with the Mile High Area Activity committee.

SURRENDER TO WIN—SEAN V. I am the new GSR. My first meeting as GSR. Our group has strong attendance and active participating home group members. We are constantly aware of how we carry the message to the addict who still suffers and

challenge ourselves with new and creative ways of carrying that message i.e. adopting H&I meeting/facility or having open events at 3315 Gilpin.

UNCONSCIOUS & DON'T KNOW DIDDLEY GROUP—the group is considering moving to a new location. @ This point in time. We are just checking out, new locations, and then talk about it @ group conscious. The reason for the move our current land lord has asked us to not have coffee or drinks, any food, cake, cookies. Just doesn't feel like home any more. Our groups are still looking for New GSR & GSRA. Giving \$100 donation this month.

WOMENS TOUCH—Meeting is picking up-still in need of more women to sponsor newcomers. Looking for new GSR and treasurer.

RAY OF LIGHT—this month we have seen a big increase in new comers. Gland to see it. Elected James as Saturday night Secretary in training and Larry D. Treasurer. This is the only Gay Centered meeting of NA in Colorado.

Continued Deflation . . . Note NEW TIME: 6:00 PM. Note NEW FORMAT: Open Discussion. Support Welcome. Folks interested in group-level service, come on down! Secretary, greeters, GSRA, literature person, refreshments, set up, clean up persons needed. Six months clean time for secretary and GSRA,

13. Closing Literature Report—

Started with \$1563.61 1171.61 sales 1243...21 ending balance 3414.83 Inventory \$3619.95 less key tags.

MOTION BY ERIN OF HUMBLE LIGHT AND SECONDED BY MICHELLE OF JUST CAN'T MISS IT.

TO SEND \$580 TO THE WORLD AND \$580 TO REGION.

INTENT: TO DONATE TO SERVICE STRUCTURE.

MOTION PASSED.

14. CLOSING TREASURES REPORT \$3.31 Prudent Reserve of \$600.00

15. Adjournment at 4:15 PM.

In SERVICE

Larry D.

Secretary

303.832.7003

scottandlarry@qwest.net

www.nacolorado.org

Approved by Roberts Rules Vote 2/6/05